



Te Pūtahitanga  
o Te Waipounamu



# WORKBOOK

APPLICATIONS OPEN 19 AUGUST TO 22 SEPTEMBER 2019

[www.wavefunding.org](http://www.wavefunding.org)

Kia ngatahi te waihoe; tahuri te kei o tō waka whawhati ngaru  
Haere ki tua, papapounamu te moana; e topa, e rere ki uta

*Let us paddle in unison, turn the front of the canoe  
Into the waves and push through them because past the waves the ocean is flat  
And we will speed off into the distance*



# ORA FUNDING APPLICATION WORKBOOK

## SEIZE THE OPPORTUNITY TO REALISE YOUR ASPIRATIONS

What is an ORA Investment Application? ORA is an acronym for the Opportunity to Realise your Aspirations. Te Pūtahitanga o Te Waipounamu wants to support whānau to realise their aspirations through investment.

**This work book is to assist you in making a great ORA investment application when the next funding round opens on Monday 19 August and closes at noon on Sunday 22 September 2019 (12 noon).**

## WHĀNAU ORA

The Taskforce on Whānau-Centred Initiatives convened by Hon Dame Tariana Turia in 2009 and 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 has designed a Whānau Ora approach based on the findings from the Taskforce on Whānau-Centred Initiatives.

## ABOUT TE PŪTAHITANGA O TE WAIPOUNAMU

Te Pūtahitanga o Te Waipounamu is responsible for Whānau Ora Commissioning across Te Waipounamu, Wharekauri/Rekohu and Rakiura (the South Island, the Chatham Islands and Stewart Island).

Te Pūtahitanga o Te Waipounamu invests in initiatives that place whānau at the centre. We are seeking inspirational ideas and actions which are whānau-driven, and will provide direct impact for whānau by commissioning with 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 IS COMMISSIONING?

Commissioning is defined as a set of tasks that need to be undertaken to turn policy objectives into the outcomes sought (Productivity Commission, 2015). As a Whānau Ora Commissioning Agency, our objective is to invest in whānau to enable them to be thriving, in good health and prosperity.

In commissioning Whānau Ora we do not provide a particular service or programme; we are stewards of an approach which seeks to build whānau capability to independently address and manage their own lives, in a word, to be 'self-determining'.

## THE WHĀNAU ORA OUTCOMES FRAMEWORK

All Te Pūtahitanga o Te Waipounamu investment is defined by the seven Whānau Ora Outcomes Framework<sup>1</sup> (we refer to outcomes as 'Pou'). All recipients of our funding must demonstrate a philosophical alignment between Whānau Ora outcomes and what you are proposing to deliver.

The Framework provides the central foundation by which all whānau aspirations are measured. Please note that we require your initiative to respond to at least **THREE** of the Pou identified below:

- POU TAHI:** Whānau in Te Waipounamu are self-managing and empowered leaders
- POU RUA:** Whānau in Te Waipounamu are leading healthy lifestyles
- POU TORU:** Whānau in Te Waipounamu are participating fully in society
- POU WHĀ:** 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.

<sup>1</sup>As approved by the Whānau Ora Partnership Group on 26 August 2015

## IDENTIFYING OBJECTIVES

Your initiative must align with **ALL** of these objectives:

**WHĀNAU-CENTRED** – Te Pūtahitanga o Te Waipounamu 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? How will the initiative work with whānau? What will we see that is different/better for whānau because of the funding?

**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? What is the outcome you are seeking and how will you know you have achieved it? Are there specific regional priorities or community interests that have influenced you in submitting an application?

**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?

## HOW TO MAKE A WAVE TEN ORA APPLICATION

Applications are submitted via email [Wavefunding@teputahitanga.org](mailto:Wavefunding@teputahitanga.org)

To make a strong application, we want to know how your idea contributes to Whānau Ora outcomes. This workbook will help you to identify and work through the type of information we want you to include in your application.

Please use the tools and templates available online at [wavefunding.org](http://wavefunding.org) and ask for help at any point in time. To make a great application, think about:

- The principles of Whānau Ora Commissioning; the Whānau Ora Outcomes Framework, and the priority areas;
- Being able to describe how your initiative has a Whānau Ora approach;
- Demonstrating the benefit of your initiative for whānau;
- How your initiative complements existing initiatives that are happening in your rohe and around Te Waipounamu; and
- Describing how your initiative contributes to the Whānau Ora outcomes.

## WHO IS NOT ELIGIBLE TO APPLY FOR THE ORA FUND?

- Current employees, Board directors, Whānau Enterprise Coaches and Whānau Ora Navigators funded through Te Pūtahitanga o Te Waipounamu are not eligible to apply in your employment capacity
- For questions about your eligibility please contact us via email [Wavefunding@teputahitanga.org](mailto:Wavefunding@teputahitanga.org) or phone 0800 187 689.

## TIPS FOR SUBMITTING AN ONLINE APPLICATION

- It is very important that you stay within the word limit. We want to encourage you to be succinct and to the point
- Submit your application with all supporting documentation before the closing date which is Sunday 22 September at 12pm (noon).
- Use the checklist at the back of this workbook to make sure we have all the information we requested
- Check your sent email to make sure you have included all of your attachments
- If you do not receive an acknowledgement email before contacting us please check your internet connection and check the spelling of our email address
- If you are delivering your application in person or via courier:
  - clearly label your envelope ATTENTION: WAVE FUNDING
  - ensure you receive a receipt or email acknowledging we have received your application
  - ensure that your application is at our office, Ground floor, 10 Show Place, Christchurch by 12 noon Friday 20 September.

## GENERAL

The application form will require you to supply information that includes:

- Contact person and contact details
- What is your entity? Should you be successful we are not able to make payments to individuals so you will need you to have an entity. If you're not sure what an entity is, we can help answer your questions and provide advice and guidance.
- The Inland Revenue [www.ird.govt.nz](http://www.ird.govt.nz) has a section on Tools for Business that is very helpful.
- We will need to know your entity name and the associated Inland Revenue number? If you already have an entity are you up to date with all of its tax obligations? If you receive or are asking for over \$60,000 are you registered for GST?
- Description of your whānau entity and its work with Whānau Ora
- Think about the role of whānau as partners in creating your initiative and as recipients of the initiative
- A clear description of what you are seeking funding for
- Clear and considered budget for your initiative. Reasonable costs include your financial contribution to the initiative
- A letter of support from local marae or Māori community or mana whenua or maata waka representative.
- A copy of your Vulnerable Children's Act policy and your Health and Safety policy, if applicable.
- Your risk mitigation strategy. This provides confidence that you have considered and mitigated the risks that may affect the success of your initiative.

Please note there is a strict 350 word limit per question, so be specific and clear about what you want to communicate.

### **What is the funding for?**

The application form will ask you to insert a name for your initiative and a short (one sentence) description about why you are seeking funding.

### **How does your initiative align with the seven pou in the Outcomes Framework (p3)?**

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.

#### **NOTES:**

### **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 that 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?

#### **NOTES:**

### **Budget**

In the interests of sustainability, and longer-term ownership, you will need to be contributing to your initiative (what some might call 'skin in the game').

The application form will ask you to attach a budget for your 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;
- How much funding are you seeking? How did you arrive at this amount?
- Where else are you applying for funding?
- What resources do you need to make progress on your initiative (vehicle, equipment, people related) etc.?
- 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.

#### **NOTES:**

**Community Credibility – Referee support**

To ensure there is community credibility, we ask you to attach a letter of support from someone that is considered a Whānau Ora champion within the Māori community, such as a representative of mana whenua, maata waka or marae.

We also ask to provide the names and contact details of a second referee. Both referees need to be familiar with your work and its connection to whānau and the community.

Please note that Te Pūtahitanga o Te Waipounamu staff, contractors, governors, Whānau Enterprise Coaches and Navigators are not eligible to be a referee as that would be considered a conflict of interest.

**NOTES:**

**Who, Where? How?**

The application form will ask you to:

- specify the number of whānau members who will participate in your initiative over the term of the Agreement (the Agreement is the legally binding contract that you will negotiate should you be successful);
- If there is a specific target group who will participate (e.g. kaumātua, rangatahi)
- How your initiative will continue once funding is over or if it is a one-off initiative.
- Where your activity will take place?

**NOTES:**

### ***Kaupapa Māori Approach***

It is important that you can describe how your approach demonstrates a kaupapa Māori approach e.g. whānau network, use of te reo Māori, incorporation of mātauranga Māori; acknowledging the centrality of whakapapa to whānau identity.

#### ***NOTES:***

### ***Alternative Funding Sources***

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
- are you collaborating, partnering with anyone else?

#### ***NOTES:***

### ***Reporting and Measuring Information***

It is important that you can demonstrate how your whānau initiative targets the Whānau Ora pou by carrying out your proposed activities and how you'll measure the success of those activities (basically, how they'd show that the whānau who participated achieved the targeted Whānau Ora pou).

#### ***NOTES:***

### **Timeline of Proposed Activities - Execution**

If you are not familiar with planning, please use our Timeline of Proposed Activities templates online to help you plan what you are going to do and when you are going to do it.

It is important for you to know when, who and how activities are going to be achieved and is a great help when negotiating Agreements with us.

The application form will also ask you to map out your initiative/ initiatives, including:

- How long it will take to get everything ready to establish, set-up and launch your initiative;
- When your initiative will go live/ start;
- Have you got someone already who can go live with this initiative once funded?
- How long it will take you and your whānau for your initiative to become fully developed?
- What help do you need?
- What extra resourcing do you need?

#### **NOTES:**

### **Sustainability - Planning for Success**

How will your initiative continue to be sustainable in terms of longevity and continuing its impact? This section is focused on the long-term success of your initiative. There are several factors to consider and plan for. As part of this application it is important that you are thinking past the funding that you may receive. We offer a one-time investment. It would be in advantageous for you to demonstrate you have made longer-term plans for success.

Sustainability may not always mean you need to find another source of funding. Depending on your kaupapa, you may have other ways to sustain your whānau initiative. For example, mātauranga tuku iho, kōrero tuku iho, or the revitalisation of traditional concepts.

- What agencies have you approached for funding previously? Do you have a commitment from any agencies should the outcomes planned be realised? How will you ensure that your initiative continues after ORA funding ends? What are your /future funding plans?

#### **NOTES:**

- **Sustainable initiatives address an issue**

Successful initiatives are created to address a clearly identified issue or disparity. Can you clearly describe the issue you are setting out to address?

**NOTES:**

- **Sustainable initiatives have a clear purpose**

Having a clear vision and purpose that is understood by everyone involved stimulates support. What is the purpose of your initiative? What will your initiative do? Who does it serve? Does your purpose link to the issue you have identified? How will your actions address the issue?

**NOTES:**

- **Sustainable initiatives have strong leadership**

Strong leadership that is committed to the success of the kaupapa is vital. Who will lead your initiative and what is the vision for the initiative after the funding from Te Pūtahitanga o Te Waipounamu ends? What strengths do your leaders bring to the initiative?

**NOTES:**

- **Sustainable initiatives think long-term**

Knowing where you are going and having a clear direction for the future keeps everyone working to the same goal. Describe what your initiative will look like in three years' time. For example, how many people might be involved in the initiative? What do you aim to achieve in the first three years?

**NOTES:**

- **Sustainable initiatives can demonstrate impact**

How will you show that your idea is having an impact? What information will you need to collect during your first year that will demonstrate that what you are doing matters?

**NOTES:**

- **Sustainable initiatives have a funding plan**

There are funders who may support your initiative in the future - see <http://www.teputahitanga.org/other-funding-sources/>

Who will you apply to for other funding? How do their vision and goals align with your initiative?

**NOTES:**

- **Sustainable initiatives are networked and embedded in their community**

Partnering and collaboration can increase your chances of long term sustainability. Who are the stakeholders/community that will have an interest in what you are doing? How might they support you in the future? How will you network and develop relationships in this community?

**NOTES:**

## NEXT STEPS

- Applications close at 12 noon on Sunday 22 September.
- Applications will be assessed by an Independent Assessment Panel. Announcements of successful applicants will be made by the end of October 2019.
- Agreement negotiations will begin following the announcements and all successful applicants will receive a confirmation letter.
- As part of the agreement negotiation process it is expected that you will attend reporting workshops to develop proposed outcomes, milestones and reporting timeframes for your agreement.
- It is anticipated that all successful Wave applications will be established by 1 January 2020.

## DUE DILIGENCE CHECKS

Te Pūtahitanga o Te Waipounamu staff may at their discretion undertake the following due diligence checks on short-listed applications:

- credit check on the applicant/organisation and each person named as having access to the applicant/organisation's bank account
- criminal history check on applicant/organisation and each of the key people associated with the application or delivering the initiative who declare they have a criminal history
- review their financial control policy, i.e. which named personnel within the organisation have access to and authority to spend money from that account
- review their child protection policy (in respect of the provision of children's services) if children's services (as that term is defined in the Vulnerable Children Act 2014) are being provided as part of this initiative
- any other due diligence checks that it considers necessary to appropriately manage any risks identified with an application.

When the due diligence checks are completed, Te Pūtahitanga o Te Waipounamu will generate a due diligence report for each short-listed application. Te Putahitanga o Te Waipounamu staff will review the due diligence report, and the Pouārahi/ Chief Executive will determine further progress of the application. All recommendations for approval are submitted to the Independent Assessment Panel. The final decisions on Wave Ten proposals rest with the General Partner Limited Board.

## CHECKLIST FOR APPLICANTS

- Are your contact details correct?
- Do you have all the information the application requires?
- Have you answered every question?
- Are whānau voices reflected in your application?
- Attach - Sustainability Planning for Success including future funding options
- Attach – Timeline of proposed activities
- Attach - Risk Mitigation Plan
- Attach – Reporting and Measuring Information
- Attach – a budget for the funding amount that has been requested
- Attach – projected cashflow of all additional money and voluntary hours
- Attach – a set of audited accounts or cashflow statement
- Attach – (if applicable to your initiative) Vulnerable Children Act 2014 Policy and Health and Safety Policy
- Attach – a business plan (for business and/or enterprise application)
- Attach – a written reference and contact details for your Māori community referee

*ALL THE BEST WITH YOUR*  
**ORA APPLICATION**

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